



NORFOLK

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April 11, 2017

R-6

To the Honorable Council
City of Norfolk, Virginia

Re: Amendment to City Code Section 33.1-39 to raise the limit for
contracts procured as small purchases.

Dear Ladies and Gentlemen:

City Code Section 33.1-39 provides for more flexible means of procuring
goods and services as small purchase items.

The City Code limits the small purchase procedures to contracts not
exceeding \$50,000.00 in value. The Code of Virginia allows the use of small
purchase procedures for contracts not to exceed \$100,000.00. Attached is an
ordinance amending Section 33.1-39 so as to have the City's small purchase
limit mirror the \$100,000.00 limit set in the state code; the change will afford more
flexibility for the Norfolk Community Services Board and for the Department of
Human Services as they contract for services for their clients.

Respectfully,

Bernard A. Pishko
City Attorney

BAP:lm/sb
Attachment

3/27/2017

Form and Correctness Approved:

By

Office of the City Attorney

Contents Approved:

By

DEPT.

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE TO AMEND SECTION 33.1-39 OF THE NORFOLK CITY CODE, 1979, SO AS TO INCREASE THE LIMIT FROM \$50,000.00 TO \$100,000.00 FOR THE PROCUREMENT OF GOODS AND SERVICES OTHER THAN PROFESSIONAL SERVICES AS SMALL PURCHASES, AND, TO \$60,000.00 FOR THE PROCUREMENT OF PROFESSIONAL SERVICES AS SMALL PURCHASES.

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BE IT ORDAINED by the Council of the City Norfolk

Section 1-: That Section 33.1-39 of the Norfolk City Code, 1979, is hereby amended and shall read as follows:

Sec. 33.1-39. Small purchases

Any procurement contract for goods and services other than professional services not exceeding one hundred thousand dollars (\$100,000.00) and any procurement contract for professional services not exceeding sixty thousand dollars (\$60,000.00) may be made in accordance with small-purchase procedures which shall be specified in the rules and regulations promulgated to implement this provision; provided, however, that contract requirements shall not be artificially divided so as to constitute a small purchase under this provision; provided also that any procurement of goods or services under five thousand dollars (\$5,000.00) may be made directly under the decentralized purchasing system. For contracts other than professional services and to the extent practicable, no less than three (3) businesses shall be solicited to submit quotations and award shall be made to the business offering the lowest acceptable quotation. In a proposal situation, award shall be made to the offeror of the proposal that is determined to be the most advantageous. Professional services may be procured on the basis of at least two (2) solicitations and the selection of the more meritorious. Names of businesses solicited for

procurement under this section shall be recorded with dates and amounts and such entries shall be maintained as public records.

Section 2-: That this ordinance shall be in effect from and after its adoption.